

# Kansas Dietitian License Renewal Instructions

## 02/28/2014

### THERE ARE NOW TWO OPTIONS FOR LICENSE RENEWAL!

#### OPTION 1: ONLINE RENEWAL PROCESS

A few reasons the online process may be the choice for you:

- Convenience: Available beginning **Jan. 17, 2014**, 24 hours each day, 7 days per week.
- Additional Payment Options: The \$135 renewal fee may be paid by electronic checks, Visa, MasterCard, Discover and American Express. NOTE: A convenience fee of \$3 is charged for electronic checks. A convenience fee of \$8 is charged for credit card use.
- Immediate Confirmation: User receives a printable confirmation statement verifying the renewal process was successfully completed which also serves as a receipt of payment.

#### Instructions:

Go to [www.kdads.ks.gov](http://www.kdads.ks.gov) select "Health Occupations Credentialing" and click on the Online License Renewal link.

#### OPTION 2: PAPER-BASED RENEWAL PROCESS

If paper-based renewal is preferred, just download the paper application at [www.kdads.ks.gov](http://www.kdads.ks.gov) select "Health Occupations Credentialing" then select "Paper Application" or contact our office at [Brenda.Kroll@kdads.ks.gov](mailto:Brenda.Kroll@kdads.ks.gov) or (785) 296-0061 for a paper packet then follow these steps:

1. Complete, sign and return the form titled "Dietitian Licensure Renewal Notice."
2. Enclose the \$135 renewal fee made payable to KDADS or complete and enclose the Credit Card Authorization form if paying with VISA or MASTERCARD.

### Additional Renewal Information

#### CONTINUING EDUCATION REQUIREMENTS

A total of 15 hours of continuing education is required for renewal.

#### Pro-rated Continuing Education Hours

Each licensee whose *initial licensure* period is less than 24 months is required to obtain not less than one-half hour of continuing education for each month in the initial licensure period.

(Example: If a license was issued in November 2012 and expires February 28, 2014, the license was in effect for 16 months so the licensee would be required to obtain 8 hours of continuing education.)

Month in which license was issued	Total CE hours required for renewal
Mar (expires 2/28 2 yrs later – 24 mo license)	15 hours
Apr (23 month license)	11.5 hours
May (22 month license)	11 hours
Jun (21 month license)	10.5 hours
Jul (20 month license)	10 hours
Aug (19 month license)	9.5 hours
Sep (18 month license)	9 hours
Oct (17 month license)	8.5 hours
Nov (16 month license)	8 hours
Dec (15 month license)	7.5 hours
Jan (14 month license)	7 hours
Feb (13 month license)	6.5 hours

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## PROCESS FOR CONTINUING EDUCATION REVIEW

***Licensees are no longer required to seek subsequent approval of programs.***

You must keep all CE documents (certificates, course content, objective, time-frame agenda) in the event your renewal is randomly audited, but only then must you submit the information. CE content must meet regulation standards. A copy of the regulations which outline allowable topics of education is enclosed if you received this via mail or can be obtained from our website. The attestation statement on your renewal application form replaces the CE transcript previously required. The online renewal option also includes a CE attestation statement instead of a CE transcript.

## NAME CHANGES

For those renewing using the paper-based renewal process, please make corrections as needed on the license renewal application to reflect the name change then attach documentation (marriage license/divorce decree) to substantiate change.

For those utilizing the online renewal process, please note that **name changes cannot be made online** and will require that documentation be mailed or faxed (marriage license/divorce decree) to substantiate change. Fax number is 785-296-3075 Attention: Brenda Kroll.

## CRITICAL DATES

- All continuing education hours must be obtained by Feb. 28, 2014. If the required hours are not obtained by February 28, 2014, the license will expire and would require reinstatement.
- All applications, supporting documents and renewal fees must be postmarked or submitted online by the expiration date (February 28, 2014) to avoid a \$50 late fee.
- Applications received postmarked or submitted online by March 31, 2014, with CE obtained by February 28, 2014, will be charged an additional \$50 late fee.
- Applications received postmarked 60 days after expiration (postmarked on or after April 1, 2014) will not be accepted for renewal. Licensee will be required to submit a reinstatement application, pay a renewal fee of \$135 and a reinstatement fee of \$100, (total fee being \$235) and meet continuing education requirements. Renewal fees may be applied toward reinstatement if reinstatement is completed within one year of license expiration.

For questions about the renewal process, please contact Brenda Kroll at (785) 296-0061 or by e-mail at [Brenda.Kroll@kdads.ks.gov](mailto:Brenda.Kroll@kdads.ks.gov).